

Basic Information Checklist

Agency Responding	State Election Commission
Date of Submission	9/15/2017

(1) If information on each of the following topics below is not available on the agency's website, please enter "Not available on agency website, see agency's Program Evaluation Report." If the information is available on the agency's website, please provide the link to the page on the agency's website where each can be found.

History	Not available on agency website, see agency's Program Evaluation Report
Governing Body	https://www.scvotes.org/about-sec
Internal Audit Process	The Agency does not have an internal process
Contact this Agency	https://www.scvotes.org/contact-us

(2) Is the information the agency has on its website (or submitted in its Program Evaluation Report, if not on the agency's website) related to each of the following topics up to date as of the date this Annual RFI is submitted?
(Y/N)

History	Yes
Governing Body	Yes
Internal Audit Process	Yes
Contact this Agency	Yes

(3) If the agency answered No to any of the items in question two, please either (1) enter "See emailed document," and submit a Word document with complete, up to date, information so the Oversight Committee can post it on the Oversight webpage; or (2) enter the date the information will be updated on the agency's website.

History	N/A because agency answered yes in question (2)
Governing Body	N/A because agency answered yes in question (2)
Internal Audit Process	N/A because agency answered yes in question (2)
Contact this Agency	N/A because agency answered yes in question (2)

Comprehensive Strategic Plan Summary

Agency Responding	State Election Commission
Date of Submission	9/15/2017

Mission: The mission of the State Election Commission is to ensure every eligible citizen in South Carolina has the opportunity to register to vote, participate in fair and impartial elections, and have the assurance that their vote will count.
Vision: The State Election Commission will conduct secure, fair and impartial elections through the management of resources along with the use of innovative strategies and technologies to reflect the will of the electorate in South Carolina.

2016-17		2017-18	
Total # of FTEs available / Total # filled	Total amount Appropriated and Authorized to Spend	Total # of FTEs available / Total # filled	Total amount Appropriated and Authorized to Spend
Available: 26.5 Filled: 24	\$ 10,514,117	Available: 26.5 Filled: 24	\$ 7,908,172
Amount of remaining	\$ 585,076	Amount remaining	\$ 1,108,172

2017-18 Comprehensive Strategic Plan Part and Description (e.g., Goal 1 - Insert Goal 1; Strategy 1.1 - Insert Strategy 1.1; Objective 1.1.1 - Insert Objective 1.1.1)	Intended Public Benefit/Outcome: (Ex. Outcome = incidents decrease and public perceives that the road is safer)	2016-17		2017-18		Associated Performance Measures	Associated Organizational Unit(s)	Responsible Employee Name & Time staff member has been responsible for the goal or objective (e.g. John Doe (responsible less than 3 years) or Jane Doe (responsible more than 3 years))	Does this person have input into the budget for this goal, strategy or objective? (Y/N)	Partner(s), by segment, the agency works with to achieve the objective (Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual; or Other)
		# of FTE equivalents utilized	Total amount spent	# of FTE equivalents planned to utilize	Total amount budgeted					
Goal 1: Provide for a system of voter registration that is free of barriers	All citizens have the opportunity to register to vote.	3.9	1,584,398	3.9	2,000,000					
Strategy 1.1: Maintain a statewide voter registration system that is convenient, accessible and meets the needs of counties	County voter registration officials have a system that allows them to properly serve citizens.	3.4	1,469,580	3.4	1,850,000	See below				
Objective 1.1.1: Provide a system that is available and take all reasonable measures to ensure cyber security of the voter registration system	A secure system protects voters' personally identifiable information, election integrity is upheld, public confidence in elections is maintained.	1.3	642,020	1.3	815,000	Total Active Registered Voters; Voters Registered in Current Fiscal Year; Voters Made Inactive; Percentage of Registrations Submitted Online; Percentage of Registrations Received By Mail; Percentage of Registrations In Office; Percentage of Registrations at DMV; Percentage of Registrations at Other Public Service Agencies	Voter Services	Howard Snider (Responsible more than 4 years)	Yes	DSIT, SLED, S.C. National Guard, U.S. Department of Homeland Security, Federal Bureau of Investigation, County Boards of Voter Registration and Elections
Objective 1.1.2: Support county users in use of system to maintain accurate voter records	County voter registration officials are able to provide quality service to citizens.	2.1	827,560	2.1	1,035,000	Total Active Registered Voters; Voters Registered in Current Fiscal Year; Voters Made Inactive; Percentage of Registrations Submitted Online; Percentage of Registrations Received By Mail; Percentage of Registrations In Office; Percentage of Registrations at DMV; Percentage of Registrations at Other Public Service Agencies; Number of Training & Certification Program Participants; Percentage of Participants Not in Compliance with Training & Certification Program Requirements; Training & Certification Program Classes Offered; Training & Certification Program Total Class Attendees; Total Other Training Events; Percentage of County Election Officials Using ElectionNET	Voter Services	Howard Snider (Responsible more than 4 years)	Yes	None
Strategy 1.2: Ensure citizens have accessible methods to register to vote	All citizens have the opportunity to register to vote.	0.5	114,818	0.5	150,000	See below				
Objective 1.2.1: Provide registration by mail, online voter registration, and in person registration at county offices and other designated voter registration agencies	All citizens have the opportunity to register to vote.	0.5	114,818	0.5	150,000	Total Active Registered Voters; Voters Registered in Current Fiscal Year; Voters Made Inactive; Percentage of Registrations Submitted Online; Percentage of Registrations Received By Mail; Percentage of Registrations In Office; Percentage of Registrations at DMV; Percentage of Registrations at Other Public Service Agencies	Voter Services, Public Information and Training	Howard Snider (Responsible more than 4 years)		DMV and other agencies designated as voter registration sites under the National Voter Registration Act and state law, County Boards of Voter Registration and Elections
Goal 2: Certify and support a statewide voting system that meets state law, federal voting system standards and is accessible for all voters	All voters have the opportunity to vote in fair and impartial elections and have the assurance that their vote will count.	5.7	893,395		900,000	See below				
Strategy 2.1: Support the statewide voting system ensuring it is easy to use, accurate and secure	All voters have the opportunity to vote in fair and impartial elections and have the assurance that their vote will count.	5.7	893,395	5.7	900,000	See below				
Objective 2.1.1: Produce election-specific databases and ballots according to state law and ballot standards	All voters have the opportunity to vote in fair and impartial elections and have the assurance that their vote will count.	3.3	338,260	3.3	340,000	Number of Elections Held in State; Number of Counties Served by SEC Database Coders; Number of Audits Conducted on County Election Results; Number of Final Audits Failed on County Election Results	Voter Services, Public Information and Training	Howard Snider (Responsible more than 4 years)	Yes	County Boards of Voter Registration and Elections
Objective 2.1.2: Support users in setup, testing, usage, maintenance and secure storage of voting system	All voters have the opportunity to vote in fair and impartial elections and have the assurance that their vote will count.	1.3	415,434	1.3	415,000	Number of Elections Held in State; Number of Counties Served by SEC Database Coders; Number of Audits Conducted on County Election Results; Number of Final Audits Failed on County Election Results	Voter Services	Howard Snider (Responsible more than 4 years)	Yes	None
Objective 2.1.3: Audit vote totals prior to certification of election results	All voters have the opportunity to vote in fair and impartial elections and have the assurance that their vote will count.	1.1	139,701	1.1	145,000	Number of Elections Held in State; Number of Counties Served by SEC Database Coders; Number of Audits Conducted on County Election Results; Number of Final Audits Failed on County Election Results	Voter Services	Howard Snider (Responsible more than 4 years)	Yes	None

Comprehensive Strategic Plan Summary

2017-18 Comprehensive Strategic Plan Part and Description (e.g., Goal 1 - Insert Goal 1; Strategy 1.1 - Insert Strategy 1.1; Objective 1.1.1 - Insert Objective 1.1.1)	Intended Public Benefit/Outcome: (Ex. Outcome = incidents decrease and public perceives that the road is safer)	2016-17		2017-18		Associated Performance Measures	Associated Organizational Unit(s)	Responsible Employee Name & Time staff member has been responsible for the goal or objective (e.g. John Doe (responsible less than 3 years) or Jane Doe (responsible more than 3 years))	Does this person have input into the budget for this goal, strategy or objective? (Y/N)	Partner(s), by segment, the agency works with to achieve the objective (Federal Government; State Government; Local Government; Higher Education Institute; K-12 Education Institute; Private Business; Non-Profit Entity; Individual; or Other)
		# of FTE equivalents utilized	Total amount spent	# of FTE equivalents planned to utilize	Total amount budgeted					
Goal 3: Support counties in conducting voter registration and fair, open and impartial elections	All voters have the opportunity vote in fair and impartial elections and have the assurance that their vote will count.	9.9	1,668,354	9.9	1,700,000	See below				
Strategy 3.1: Provide supervision, training, guidance and resources to counties to aid in voter registration and elections	All voters have the opportunity vote in fair and impartial elections and have the assurance that their vote will count.	4.5	758,139	4.5	765,000	See below	Public Information and Training			
Objective 3.1.1: Provide guidance and training for county and municipal election officials and poll managers	All voters have the opportunity vote in fair and impartial elections and have the assurance that their vote will count.	3.1	605,115	3.1	615,000	Number of Training & Certification Program Participants; Percentage of Participants Not in Compliance with Training & Certification Program Requirements; Training & Certification Program Classes Offered; Training & Certification Program Total Class Attendees; Total Other Training Events; Percentage of County Election Officials Using ElectionNET; Number of Elections Held in State	Public Information and Training	Chris Whitmire (Responsible more than 5 years)	Yes	None
Objective 3.1.2: Provide candidate filing system, absentee tracking and ballot delivery tools, photo ID production, paper and electronic voter registration lists and capturing voter history	All voters have the opportunity vote in fair and impartial elections and have the assurance that their vote will count.	1.4	153,024	1.4	150,000	Number of Candidates Filed for Federal, State and County Level offices in most recent general election; Filing Fees Collected for Statewide Primaries; Filing Fees Collected for Special Primaries; Filing Fees Collected for Presidential Preference Primaries		Chris Whitmire (Responsible more than 5 years)	Yes	None
Strategy 3.2: Ensure compliance with state and federal laws and agency policies and procedures	All voters have the opportunity to register and to vote in fair and impartial elections and have the assurance that their vote will count.	3	218,314	3	235,000	Number of SEC Voter Educations Events; scVOTES.org Total Visits; scVOTES.org Percentage Returning Visits; scVOTES.org Percentage New Visits; Twitter Followers; Facebook Likes	Voter Services			
Objective 3.2.1: Conduct county compliance audits and assessments	All voters have the opportunity to register and to vote in fair and impartial elections and have the assurance that their vote will count.	3	218,314	3	235,000	Number of Elections Held in State; Number of Counties Served by SEC Database Coders; Number of Audits Conducted on County Election Results; Number of Final Audits Failed on County Election Results		Howard Snider (Responsible less than 3 years)	Yes	None
Strategy 3.3: Provide public education and information	All voters have the opportunity to register and to vote in fair and impartial elections and have the assurance that their vote will count.	2.4	691,901	2.4	700,000	See below	Public Information and Training			
Objective 3.3.1: Provide voters with online access to their voter record, polling place, absentee ballot request and tracking, sample ballot, and status of provisional ballot	All voters have the opportunity to register and to vote in fair and impartial elections and have the assurance that their vote will count.	0.3	69,168	0.3	70,000	scVOTES.org Total Visits; scVOTES.org Percentage Returning Visits; scVOTES.org Percentage New Visits	Public Information and Training	Chris Whitmire (Responsible more than 5 years)	Yes	DSIT
Objective 3.3.2: Increase public knowledge of voting rights, responsibilities and procedures.	All voters have the opportunity to register and to vote in fair and impartial elections and have the assurance that their vote will count.	0.9	435,954	0.9	440,000	Number of SEC Voter Educations Events; scVOTES.org Total Visits; scVOTES.org Percentage Returning Visits; scVOTES.org Percentage New Visits; Twitter Followers; Facebook Likes	Public Information and Training	Chris Whitmire (Responsible more than 5 years)	Yes	County Boards of Voter Registration and Elections
Objective 3.3.3: Provide information, statistics and election results	Ensures transparency of elections and instills voter confidence in election processes.	1.2	186,779	1.2	190,000	Number of SEC Voter Educations Events; scVOTES.org Total Visits; scVOTES.org Percentage Returning Visits; scVOTES.org Percentage New Visits; Twitter Followers; Facebook Likes	Public Information and Training	Chris Whitmire (Responsible more than 5 years)	Yes	None
Goal 4: Effectively oversee all agency programs and operations	Agency operates in an efficient and prudent manner.	4.5	5,782,894	4.5	2,200,000	See below				
Strategy 4.1: Manage administrative and business activities of the agency	Agency operates in an efficient and prudent manner.	4.5	5,782,894	4.5	2,200,000	See below				
Objective 4.1.1: Prepare annual budget and fiscal impact statements, and process payroll, accounts payable, accounts receivable, county election reimbursements, and county board member stipends	Agency operates in an efficient and prudent manner.	1.7	5,366,295	1.7	1,700,000	Number of Poll Managers Used (General Election or Primary/Runoff); Number of Candidates Filed for Federal, State and County Level offices in most recent general election; Filing Fees Collected for Statewide Primaries; Filing Fees Collected for Special Primaries; Filing Fees Collected for Presidential Preference Primaries; Training & Certification Program Fees; Sale of Voter Registration Lists; Sale of Publications; Voting System Update/Certification Fees	Administration	Janet Reynolds, (Responsible more than 17 years)	Yes	Department of Administration, Comptroller General's Office, State Treasurer's Office
Objective 4.1.2: Provide support services to include human resources, legal, procurement, records management, fleet management, election supplies and shipping	Agency operates in an efficient and prudent manner.	2.8	416,599	2.8	500,000	Protests Heard; Appeals Heard	Administration	Janet Reynolds, (Responsible more than 17 years)	Yes	Department of Administration
Spent/Transferred not toward Agency's Comprehensive Strategic Plan		24		24						
<i>Unrelated Purpose #1 - insert description:</i>			9,929,041		6,800,000					